

Job Title:	Assistant City Engineer - Wastewater
Job Description Number:	2803
Department/Division:	Public Works/Wastewater
Exemption Status:	Exempt
Pay Grade:	113
Immediate Supervisor:	Assistant Public Works Director
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Direct the repairs, maintenance, and inspection of the City Wastewater Operations. Responsible for all operational functions of Wastewater Operations. Administer and manage all wastewater operational issues within the City, including the budget, capital improvement projects coordination with the Engineering Division, and remedial projects. Perform other duties as assigned by supervisor.

Essential Functions:

Manage: Logistics, Budget, Personnel, & Day-to-Day Operations (50%): Plan, prepare, or modify procedural manuals, prepare and check work schedules, work management, hire and fire personnel, meet out disciplinary action, pay bills, track budgets, quality control, set and measure performance indicators.

Plan & Design (35%): Professional engineering, project management and field design, value engineering, construction oversight, strategic planning, set overall goals and objectives, long-range planning and budget forecasting, manage contracts and work performed by sub-consultants.

Strategic Coordination (15%): Coordination of services with other City departments and divisions including: Engineering, Traffic, Stormwater, Streets, Parks and Recreation, Legal, Building Codes, GIS, OMB, Risk Management, Economic Development, Planning, and City Manager. Coordinate with outside agencies including: South Carolina Department of Health and Environmental Control (SCDHEC), United States Environmental Protection Agency (USEPA), ReWa (Renewable Water Resources), other wastewater collection agencies. Serve as designated liaison between the City's Wastewater Division and citizens of Greenville, the media, and City Council.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

Physical Demands: Continuously requires vision and hearing. Frequently requires fine dexterity, sitting, and twisting. Occasionally requires standing, walking, reaching, handling, pushing/pulling, climbing, foot controls, balancing, bending, and talking. Rarely requires lifting, carrying, and kneeling.

Machines, Tools, Equipment, and Work Aids: Gas meter, metal detector, radio, pager, measuring wheel, and telephone.

Computer Equipment and Software: Computer, software, copier, fax machine, and calculator.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, and physical hazards. Weekly exposure to noise and vibration.

Health and Safety: Constant exposure to mechanical hazards. Occasional exposure to chemical hazards and electrical hazards. Rare exposure to fire hazards, explosives, and communicable diseases.

Primary Work Location: Office Environment, Vehicle, and Outdoors (Worksites).

Protective Equipment Required: Hard hat, safety vest, and safety shoes.

Non-Physical Demands

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment.

Job Requirements

Formal Education: Master's degree or equivalent in Civil Engineering, Environmental Engineering or professional certification such as a Professional Engineer is required.

Experience: Over four years of experience in an Engineering Field.

Driver's License Required: CDL Class B South Carolina permit with air brake and tanker endorsement is required. Must obtain CDL within 3 months of hire.

Certifications and Other Requirements: Professional Engineer registered in South Carolina.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a moderate impact on the organization. External contacts include vendors, engineers, consultants, developers, contractors, WCRSA, Greenville Water System, Metro Sewer, Parker Sewer, various plumbers, DHEC, and SCDOT. Internal contacts include Fire, Finance, Legal, Building and Zoning, and Public Works.

Management and Supervision: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Semi-complex scope of supervision. This position is responsible for supervising the positions of Public Works Supervisors.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Advanced application: Work affects accuracy of multiple projects.

Fiscal Responsibility: Position develops the budget for a program or capital project. Has responsibility for recommending requests, preparing and submitting procurement documents, journal entries, and budget transfers to the department head. Has responsibility over budget for program and project and approves expenditures for payment.

Freedom to Act and Impact of Action

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.